

CHURCH USE POLICY

The Sigourney United Methodist Church does not make the following charges as a means of raising funds, but rather to cover the cost of utilities and personnel services.

	<u>MEMBER</u>	<u>NON-MEMBER</u>
WEDDING REHEARSAL (SANCTUARY)	\$0.00.....	\$55.00
WEDDING CEREMONY (SANCTUARY)	\$0.00.....	\$110.00
FUNERAL (SANCTUARY)	\$0.00.....	\$0.00
BASEMENT	\$0.00.....	\$55.00
KITCHEN (no cooking).....	\$0.00.....	\$35.00
ROOM IN EDUCATIONAL WING	\$0.00.....	\$55.00
JANITOR (for weddings).....	\$50.00.....	\$50.00
SOUND OR VIDEO TECHNICIAN (for weddings)	\$50.00.....	\$55.00

SOUND AND VIDEO EQUIPMENT shall not be operated by anyone other than the church's trained operators. A list of approved operators is available at the church office. It is the responsibility of the person renting the facilities to contact sound and video operators from the list to arrange for their services.

KITCHEN USE: If the kitchen is utilized during the renting of the facilities (no cooking is allowed on premises except under the supervision of the church UMW organization), all utensils, dishes, glassware, silverware and other items used must be cleaned and replaced as they were found. Kitchen sinks, counters, etc. shall be cleaned before leaving the kitchen.

CHURCH FACILITIES CANNOT BE RESERVED UNTIL ALL FEES ARE PAID.

SHOWERS for members (either bride or groom): may be held at no cost for the room used. However, the hostess will be expected to pay \$50.00 to cover janitorial services.

SHOWERS for non-members: see above charges for room and janitor services.

CANDELABRA are permissible provided that plastic is placed under each candelabra. Every precaution is to be taken to avoid damage to church property.

REPLACEMENT OF ANYTHING DAMAGED IS REQUIRED.

The LOCAL CHURCH PASTOR and ORGANIST are normally used for services; exceptions should be arranged with the pastor. In the case of weddings, it is the couple's responsibility to consult and negotiate a fee directly with the church pianist or organist in selecting music. Two to three months before a wedding, the couple should contact the pastor concerning final plans and premarital counseling sessions.

The church is not just another public building, but rather a place especially dedicated to the worship of God. All people using the church facilities must, therefore, conduct themselves appropriately. Use of alcoholic beverages and/or drugs immediately before or during the use of the church is prohibited. Also, those attending – as well as those participating in – functions held in the church are prohibited from smoking on church property. Conduct unbecoming a house of worship will, at the minister's discretion, cause cancellation of the wedding or special occasion without prior notice.

ALL OF THESE RULES MUST BE READ AND UNDERSTOOD BEFORE THE USE OF THE CHURCH IS PERMITTED.

Signature of person renting the premises

Approved Trustees – October 14, 2015
Approved Church Council – October 21, 2015